

# Notes for Contributors 2010

## Our Remit

*The Journal of Writing in Creative Practice* is a creative and academic journal which aims to give art and design practitioners, studio staff, scholars, theoreticians, development and support tutors, learning and teaching coordinators and students an arena in which to explore and develop the notion of 'thinking through writing' as a parallel to visual discourse in art and design practice. The journal aims to promote theories of writing in creative studio practice.

Writing as/for/in art

Writing as/for/in craft

Writing as/for/in designing

Writing as/for/in performance

Writing, ethics and practice

**1. Research articles will be evaluated by double-blind peer review. However, the Editors reserve the right to suggest that the writer work collaboratively.**

## Research articles should:

- contain original research or scholarship
- not be under consideration by any other publication
- be written in a clear and readable style
- conform to the instructions outlined below

Visual texts are encouraged.

## Format of submitted articles

Submissions should be sent as an attachment to an e-mail message to the Editors at [writingpadjournal@googlemail.com](mailto:writingpadjournal@googlemail.com). We require two copies of your article: one should be anonymized, and contain an abstract and up to six key words. This is to retain anonymity during peer review. The second should contain:

- correct Harvard system references (see below for details)

- author name and institutional affiliation
- abstract (Max 150 words) in English
- author biography (approx. 50–100 words) in English
- a list of works cited containing only works cited in the article
- a word count of the entire document including works cited in the header of the document

The article cannot be sent to the publishers unless the above criteria have been met.

## Major Papers

- Full-length articles are normally expected to be around 5000 to 7000 words.
- Suitable submissions should be relevant to the Writing-PAD network's general domain of interest.
- It is always risky for editors to specify what they think they want. We try to remain open-minded.
- We are seeking colourful, passionate, and well-reasoned articles.

## Articles

- Would-be contributors may send shorter, well presented submissions.
- Normally, these should also be congruent with the journal's themes and objectives, e.g. summaries of important ideas, descriptions of experimental activities, work in progress, or research findings.
- They would normally be around 2000 to 5000 words in length.

## Reviews

- Reviews of appropriate conferences, books, or exhibitions, etc. are also welcome.
- They would normally be 500 words to 2000 words in length.

## Language

- Articles must be written in English.
- We encourage the inclusion of neologisms and non-English words; however, they should be adequately translated and contextualized.

## Images

- Images should be entitled 'Figure', be numbered consecutively, and be clearly legible.
- They should be submitted separately from the text.
- Images should not be embedded into another document: send them as individual files.
- They should be e-mailed, or sent on CD-ROM, as high-quality TIFF or JPG files.
- The source must be indicated below each in the original document.
- We always encourage authors to submit high-quality images to accompany textual contribution. However, these should be developed as an integral and complementary part of the submission.
- Some authors may like to submit visual essays consisting predominantly of images with captions.
- Please ensure that you have ownership, or have obtained copyright clearance for any image submitted.
- You may send coloured images (although the Journal is currently in black and white)

## Referees

- Articles will normally be selected and refereed by members of the Editorial Board.
- All articles for presentation will be subject to double-blind review by at least two referees.
- All referees are instructed to be open-minded and constructive in their response. However, the journal reserves the right to decline submissions that do not meet with its standards of quality.
- The *Journal* also reserves the right to decline submissions it does not find relevant to its editorial agenda.

## Criteria

Referees will ask the following questions when assessing submissions:

- How relevant is this submission to the aims and ethos of the journal?
- How well does it support the purposeful practice of writing in art and design?
- How original and thorough are the research and/or findings of this submission?
- How clear, well presented and accessible to non-specialists is this submission?
- How interesting, appealing and inventive is this submission?
- If employed, are case studies presented within a suitably self-reflexive, or critical framework?

## Style

- Please use the Harvard referencing style.
- Use double spacing, 1.5 cm. margins, 12 point Arial or Verdana font, and paginate consecutively.
- Justify text only on the left margin (not both left and right).

## Structure

Please arrange your article in the following order:

- Author(s) name(s)
- Title
- Institution (please put contact details on a separate page)
- Abstract
- Up to six keywords
- Main text
- Acknowledgements
- Appendices
- References
- Tables

NB: Figures and illustrations, together with their accompanying captions, should be presented in a separate file, not in the text itself.

### **Comprehensive guidance**

Any matters concerning the format and presentation of articles not covered by the following notes should be addressed to the Editors.

### **Please comply with the following standards**

- The following Notes for Contributors (see below) take precedence, especially in the case of bibliographical references.
- If contributors do not present their text in accordance with the following guidelines, the Editors may return it for amendment.

### **General Checklist:**

- All submissions to the journal should be in English.
- Submit the article as an e-mail attachment in Word 6 or in Rich Text Format.
- Do not send files in WordPerfect, Text files (i.e. with the suffixes '.wpf' or '.txt') or as a PDF.
- Do not send your article pasted into an e-mail message.
- Please avoid using Word's 'Style Gallery'.
- Send the article in a finished written-up state. We cannot offer stylistic or literary advice on undeveloped drafts.
- Observe word counts as stated above.
- Submit a biography of between 50 and 100 words, for inclusion in the journal issue.
- The abstract will go onto the Intellect website; place these items at the beginning of your file, with the titles 'Abstract' and 'Biography'.
- Make sure we have both an e-mail address and a telephone number so that we can contact you at the editing stage.
- We expect to do most of our business with you by e-mail, but it may be necessary to phone you at the last minute because of urgent editing issues.

### **Presentation**

- Your title should be in bold at the beginning of the file, without inverted commas.

- The text, including the notes, should be in Arial or Verdana 12 point.
- The text, including the notes, must be double-spaced.
- The text should have ample margins for annotation by the editorial team.
- You may send the text justified only on the left margin.
- You may, if you wish, break up your text with sub-titles.
- These must be in ordinary text, not 'all caps'.

### **Quotations**

- Unless agreed by the Editors, quotations should normally be in English.
- Quotations must be enclosed within single inverted commas.
- Material quoted within cited text should be in double inverted commas.
- Quotations must be within the body of the text unless they exceed approximately four lines of your text.
- If they exceed four lines of your text, they should be separated from the body of the text and indented.
- Omitted material should be signalled thus: [...].
- Note that there are no spaces between the suspension points.
- Avoid breaking up quotations with an insertion, for example: 'This approach to *mise-en-scène*', says MacPherson, 'is not sufficiently elaborated' (MacPherson 1998: 33).

### **References**

- Please check that ALL images and quotations are fully referenced before sending your article to us – this is particularly crucial for the website references (see below).
- Only include bibliographical references if there is a direct quotation from the text, or a direct allusion to the text concerned.
- In other words, references should not include 'interesting material which readers might like to know about'.

- We use the Harvard system for bibliographical references.
- This means that all quotations must be followed by the name of the author, the date of the publication, and the pagination, thus: (Kaes 1992: 15).
- PLEASE DO NOT use '(ibid.)'.
- Note that the punctuation should always FOLLOW the reference within brackets if a quotation is within the text, but BEFORE the reference in brackets if a quotation is indented.
- Your references refer the reader to a bibliography at the end of the article, before the endnotes.
- The heading for the bibliography should be 'References'.
- List the items alphabetically.

#### **In particular...**

- Please *do not* use an author's first name.
- Do not use 'Anon.' for items for which you do not have an author (because all items must be referenced with an author within the text).
- Put the year date of publication in brackets.
- Use commas, not full stops, between parts of item.
- Do not use 'in' after the title of a chapter within a monograph, but please use 'in' after chapters in edited volumes.
- Insert the name of translator of a book within brackets after title and preceded by 'trans.', not 'transl.' or 'translated by'.
- Do not use 'no.' for the journal number.

- Place a colon and space between journal volume and issue number.
- Insert 'p.' or 'pp.' before page extents.

#### **Web references**

- These are no different from other references.
- They must have an author, and that author must be referenced Harvard-style within the text.
- Unlike paper references, however, web pages can change, so we need a date of access as well as the full web reference.
- In the list of references at the end of your article, the item should read something like this:

Bowcott, O. (2005), 'Protests halt online auction to shoot stag', *The Guardian Online*, 18 October. <<http://www.guardian.co.uk/animalrights/story/0,,1594716,00.html>> Accessed 7 Feb 2006.

- If in doubt as to how to reference material on a web page, please contact the Editors.

#### **Notes**

- Use as few notes as possible as they can divert the reader's attention away from your argument.
- If you do think a note is necessary, make it as brief and germane as possible.
- Use Word's note-making facility, ensuring that your notes are endnotes, not footnotes.
- Place note calls outside the punctuation, so AFTER the comma or the full stop.
- The note call must be in superscripted Arabic (1, 2, 3), NOT Roman (i, ii, iii).

*Any matters concerning the format and presentation of articles not covered by the above notes should be addressed to the Editor. The guidance on this page is by no means comprehensive: it must be read in conjunction with Intellect Notes for Contributors. These notes can be referred to by contributors to any of Intellect's journals, and so are, in turn, not sufficient; contributors will also need to refer to the guidance such as this given for each specific journal. Intellect Notes for Contributors is obtainable from [www.intellectbooks.com/journals](http://www.intellectbooks.com/journals), or on request from the Editor of this journal.*